



## POSITION DESCRIPTION

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### **Job Title: Nursery Manager Punakaiki**

**Reports to:** Regional Manager West Coast

#### **Summary Statement:**

The Nursery Manager is responsible for the ongoing management of the Punakaiki nursery including its expansion and ongoing operations.

#### **Tasks & Duties:**

##### ***Punakaiki Nursery Management***

- Manage the expansion of the nursery
- Native plant propagation from seed collections and cuttings
- Site preparation ready for planting
- Order and manage materials
- Planning for project delivery

##### ***Volunteer Management***

- Manage and coordinate volunteers in nursery tasks
- Training and inducting volunteers
- Safety management
- Lead teams of volunteers on restoration activities

##### ***General***

- Provide reports on nursery performance
- Other duties as assigned by the Regional Manager West Coast

#### **Essential Qualifications and Experience**

- Experience in native plant propagation from seed collection and cuttings
- Experience in nursery management
- Capable of implementing current CVNZ nursery upgrade and expansion
- Planning for project deliverables
- Full Driver's Licence
- Valid First Aid Certificate (can obtain)
- Defensive Driving Certificate (can obtain)
- Criminal Check (can obtain)
- Occupational Health and Safety Level III (CVNZ will provide)

If not already obtained, the above qualifications are required upon successful appointment

#### **Desirable Qualifications & Attributes:**

- Ability to self-motivate and work autonomously as well as in a team
- Plant knowledge and identification
- Prior experience in working with volunteers

**Responsibility & Accountability:**

The Punakaiki Nursery Manager is responsible for assisting in the successful expansion and day to day running of the nursery which will support a large restoration project covering 3 sites in the Punakaiki area.

The Nursery Manager will be required to work effectively with the Regional Manager, volunteers, and other CVNZ staff in achieving the overall business objectives. External relationships are also integral to success in this role.

**Working Conditions:**

This is a full-time role Monday to Friday 38 hrs per week however may require occasional evening or weekend work.

The Nursery Manager may be required to travel to various project sites and schools, as well as other places deemed necessary, in coordinating and promoting CVNZ's programmes and initiatives.

**Key Performance Indicators:**

1. Nursery expansion completed on time
2. Nursery production targets are met
3. Report written and submitted on time
4. Volunteers are given a proper induction and safety briefing
5. Project logistics are organised well in advance

<b>Key Selection Criteria</b>
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- Demonstrated project management in conservation
- Proven organisational and prioritisation skills
- Well-developed computer skills in Word, Excel, PowerPoint and Outlook
- Qualifications and/or experience in Conservation or Environmental Management
- Understanding and regard for OHS as it applies to staff, volunteers and project approvals
- Experience coordinating teams of volunteers
- Experience in nursery management and/or native plant propagation